

U.S. Coast Guard
Personnel Service Center
Diving Assignments (Officer and Enlisted)
(Updated: 1/28/2014)

ALCOAST 037/14 announced the establishment of a Diver (DV) Rating and Diving (DIV) CWO Specialty, beginning in AY15.

ALCGENL 019/14 announced the AY15 solicitation and screening process for interested applicants to the diver program.

Be mindful that this is a lengthy process (regardless of whether or not you are a qualified diver). The sooner you start planning the better! Make certain that you give yourself plenty of time to meet the published application deadlines. Special Assignment orders are cut up to a year in advance. For example; orders for Special Assignments in 2015 are cut during the summer and fall of 2014.

YOU DO NOT NEED PRIOR DIVING EXPERIENCE TO APPLY

You **SHOULD** be tour complete in AY2015 to participate in the AY2015 assignment season. If you are not tour complete, the command endorsement within your e-resume must specifically address any backfill/gap issues if you are selected for early reassignment.

If you are a currently qualified diver at the Second Class Diver qualification level or higher, you need to complete Steps 1 and 6 only. All other prospective divers must complete steps 1-8 below. No entry-level diving officer positions are open for AY15.

Due to the physically and mentally challenging nature of diving operations, the screening requirements for diver candidates are extremely strict. The applicant's commanding officer is responsible for ensuring applicants ordered to initial diver training are qualified in all respects. The diver screening process involves the following requirements:

Steps

1. Eligibility Criteria
2. Request for Diver Training and Endorsement
3. Diving Medical Screening Forms
4. Physical Screening Test
5. Diver Application Package Submission
6. E-Resume
7. Prospective Diver Screening Assessment
8. Full Diving Medical Exam

Job Description:

Divers (DV) are the Coast Guard's experts in subsurface operations. DVs perform the spectrum of Coast Guard missions in the underwater domain. They operate diving

equipment, air supply systems, SONARs, underwater power tools, and remotely operated vehicles. Divers conduct searches, recoveries, investigations, and underwater repair in a wide variety of subsurface conditions. DVs dive across the globe, in equatorial and arctic temperatures, in pristine and contaminated waters, and in unlimited to zero visibility.

Following initial diver training, DVs are stationed at one of three Regional Dive Lockers (RDL) in California, Virginia and Hawaii where they conduct a wide variety of diving operations. Subsequent assignments include instructor positions at the Naval Diving and Salvage Training Center (NDSTC) or Aviation Technical Training Center (ATTC) Underwater Egress Facility. Diving staff oversight positions and supervisory positions at the RDLs are available for seasoned DVs.

Prospective Divers are screened through a one week physical fitness and aquatic adaptability assessment once a year in Cape May, NJ. If a prospective diver successfully passes the assessment, he or she is sent to Second Class Diver (2C) training at NDSTC in Panama City, FL. Second Class Divers are trained for 20 weeks in SCUBA and Surface Supplied diving operations, dive planning, diving medicine, diving physics, and underwater tools. Follow-on training for supervision of diving operations is provided to senior enlisted over 20 weeks through the First Class Diver (1C) curriculum at NDSTC.

To be a DV, you must be physically fit and aquatically adaptable (confident in the water). You should have leadership ability, qualify for a SECRET clearance, and must pass a diving duty medical exam. Minimum ASVAB score requirements are: AR + WK = 104, MC = 50. DV's must screen eligible for OCONUS assignments. Maximum age for initial entry into the DV rating is 35.

Tour Length: 2-4 years

Clearance: Current NAC on file

More information on the day-to-day duties of Coast Guard divers is available here:
<https://cgportal2.uscg.mil/units/cg7212/DV%20RatingDIV%20Specialty%20Information/Forms/AllItems.aspx>

REFERENCES:

- ALCGENL 019/14 – DIVING PROGRAM EARLY SOLICITATION FOR ENLISTED ASSIGNMENT YEAR 2014 (AY14)
- Special Assignments website
<http://www.uscg.mil/psc/epm/AO/SpecialAssignments.asp>
- CG Diving Program Link:
<https://cgportal.uscg.mil/author/Satellite/CG7212/HOME>
- Military Assignments and Authorized Absences, COMDTINST M1000.8
<http://www.uscg.mil/directives/default.asp>

Position Locations (not to be confused with actual expected vacancies):

- *COMDT (CG-721), Washington, DC.
- Regional Dive Locker West: San Diego, CA.
- Regional Dive Locker East: Chesapeake, VA.
- Regional Dive Locker Pacific: Oahu, HI.
- *Dive Liaison/Instructor: NDSTC: Panama City FL.
- *DDE-Naval Safety CTR – Dive Mgr: Naval Safety Ctr, Norfolk, VA
- ATTC 9D6 Dunker, Elizabeth City, NC

* These positions not available to entry-level divers

STEP 1: DO YOU MEET THE ELIGIBILITY CRITERIA?

- 1) Minimum special assignment qualifications found in 1.E. of COMDTINST M1000.8, Military Assignments and Authorized Absences.
- 2) The maximum age for initial training is 35 years.
- 3) Minimum combined ASVAB scores are AR+WK=104; MC=50 (Enlisted Only).
- 4) No marks less than 4 in any category for the previous 6 months.
- 5) All candidates require an Overseas Screening Certification.
- 6) (Enlisted) E-4 or E-5 if applying for an entry level diving position.

STEP 2: REQUEST FOR DIVER TRAINING AND ENDORSEMENT:

You MUST [request diver training](#) via memorandum and your **Commanding Officer** must endorse this request.

NOTE: The wording from the memo endorsement must also appear within the Applicant's ERESUME endorsement, addressed below in STEP 6, so the Assignment Officer can view it.

STEP 3: DIVING MEDICAL SCREENING FORMS:

Prior to the Diver Pre-Screening Assessment in May, the following forms are required:

- 1) Diver BUDS Medical Screening Questionnaire ([CG Form CG-6000-3](#))
- 2) Report of Medical History ([DD Form 2807-1](#))
- 3) Documentation of a current PHA

The remaining portions of the Diving Medical Examination may be deferred until successful completion of the Screening Assessment (Step 7) but must be completed prior to expiration of the timeline advertised in the Diving Program Early Solicitation Message.

STEP 4: PHYSICAL SCREENING TEST

This test shall be administered by a military diver! If no military divers are available, contact CGLO NDSTC (contact info is below) to receive further guidance.

- This test is designed to determine the applicant's physical readiness for initial training and will be re-administered at the diver pre-screener and upon reporting for training. [Physical Screening Test](#) standards are the same for all candidates regardless of age or gender.
- The PST consists of:
 - 500 yard swim in breast or side stroke in 14 min or less
10 minute rest
 - 50 situps in 2 mins
2 minute rest
 - 42 pushups in 2 mins
2 min rest
 - 6 dead-hang pull-ups
10 min rest
 - 1.5 mile run in 12:45 or less

STEP 5: DIVER APPLICATION PACKAGE SUBMISSION

The Dive Training Application Package shall be submitted in a 6 part folder and include only the following items:

- 1) Cover Letter (Request for Diver Training Memo)
- 2) Command Endorsement Memorandum
- 3) Results of Physical Screening Test
- 4) Diver BUDS Medical Screening Questionnaire (CG-6000-3)
- 5) Report of Medical History (DD 2807-1)
- 6) Documentation of current Physical Health Assessment (PHA)

If selected, a full medical exam (see step 8) will be required prior to attending diver training in accordance with the timeline prescribed below.

When mailing your package ensure you follow up with CGLO NDSTC to verify they have received it. The application package shall be sent to the CGLO NDSTC for processing at the address:

Coast Guard Liaison Office
Naval Diving and Salvage Training Center
350 South Crag Road
Panama City, FL 32407

STEP 6: E-RESUME

Do not submit an ERESUME until you have been contacted by the Special Assignment Officer!

Once you have screened successfully, you will be notified by the Special Assignment Officer that positions have been made available in Direct Access. Once you have identified a desired position, you will need to utilize Direct Access to submit your ERESUME (to include the mandatory command endorsement). Your Commanding Officer must endorse your E-Resume.

Diver Applicant Comments within the E-RESUME

Make it easy, just “cut and paste” the below items, then add your info:

- For previously qualified divers, date of initial graduation from Naval Diving and Salvage Training Center. Please specify highest level of diving qualification obtained (all candidates that do not possess the first/second class diver or diving officer competency should first complete the application process with NDSTC and then submit their ERESUME).
- Status of Diving Physical. State if your diving physical is complete and the date of signature by a diving medical officer (DMO) or undersea medical officer (UMO). If the physical is not complete, describe what is complete and what remains to be completed.
- Diver Physical Screening Test Results. Provide date and breakdown of each element.
- State whether or not you meet the minimum Special Assignments eligibility requirements as outlined in Military Assignments and Authorized Absences, COMDTINST M1000.8 Art. 1.E.2.
- State you have the Government Travel Charge card and it is in good standing. If you've never been issued a Government Travel Charge Card you will need to apply for one immediately.

E-Resume Command Endorsement (minimum):

The Command Endorsement must be included in the applicant's E-RESUME in order for it to be visible to the Assignment Officer.

At a minimum, the E-Resume Command Endorsement shall state:

- “Member recommended for Diving Duty. Member meets or exceeds the minimum eligibility requirements for Special Duty Assignments as outlined in Military Assignments and Authorized Absences, COMDTINST M1000.8, Art. 1.E. and is highly recommended for Diving Duty detailed in Chapter 1.E. of Military Assignments and Authorized Absences, COMDTINST M1000.8”
- If the applicant is not tour complete, the endorsement shall state: “Member is not currently tour complete. Command is willing to accept early rotation of member to participate in the diving program.”
- For applicants who are not tour complete, the command endorsement shall include a statement as to whether or not an immediate backfill is required.

STEP 7: PROSPECTIVE DIVER SCREENING ASSESSMENT

CGLO NDSTC must receive a satisfactory application package prior to approving a member's attendance at the Prospective Diver Screening Assessment. Upon receipt of the package according to the timeline in the Diver Early Solicitation Message, CGLO NDSTC will identify candidates to attend the screening and COMDT (CG-7212) will issue TDY orders to the screening.

The Prospective Diver Screening Assessment will be held at TRACEN Cape May, commencing OOA 9 Jun 2014. This is a five day assessment and will simulate the first week of initial diver training. This assessment is intended to determine prospective diver ability to succeed in initial diver training.

The assessment will include long days of physical training and test prospective divers' mental endurance, physical endurance, and aquatic adaptability. Prospective divers that fail the diver physical screening test or voluntarily drop from the assessment will be sent back to their originating units on the subsequent training day. All prospective divers shall contact CGLO NDSTC for more information (contact info below).

STEP 8: FULL DIVING MEDICAL EXAM

If a candidate successfully passes the diver screening assessment, he/she should complete the remainder of the diving medical exam. The remaining forms not completed in Step 3 are:

- 1) [Report of Medical Examination \(DD Form 2808\)](#)
- 2) [Pressure Tolerance Test](#)

Refer to the CG Medical Manual, COMDTINST M6000.1 (series), Section 3.H. for a detailed explanation of diving medical requirements.

Once the examination is complete, the applicant will mail the required information/forms, and their entire medical record, to the CG Liaison Officer (CGLO), Naval Diving and Salvage Training Center (NDSTC) in accordance with STEP 5.

Enlisted DIVING Assignment Timeline AY14:

- The Diving assignments solicitation message has been released. See ALCGENL 019/14.
- Diver applications (with all required documents) due to CGLO at NDSTC by: 5 April 2014.
- Diver Screening Assessment: OOA 9 Jun 2014 (Cape May, NJ).
- Complete Diving Medical Examination due to CGLO NDSTC by: 18 July 2014
- Selections made: OOA 1 August 2014.
- Orders sent out: OOA 2 September 2014.

Enlisted Points of Contact:

- 1) Assignment Issues, EPM-2:
 - a) Special Assignment Officer- CWO Mike Dignan, james.m.dignan@uscg.mil or (703) 872-6587.
 - b) CAC- LT Robert Craighead, robert.d.craighead@uscg.mil or (703) 872-6584.
- 2) CGLO at NDSTC:
 - a) MEC Michael West, michael.v.west@uscg.mil or (850) 235-5244.
- 3) Diving Program Managers - (CG-7212):
 - a) LCDR Hare, trevor.m.hare@uscg.mil or (202) 372-1294.
 - b) MKC Hill, thomas.r.hill@uscg.mil or (202) 372-2047.
- 3) Diving Force Managers - (PAC37DF):
 - a) LT Hunter, joan.e.hunter@uscg.mil or (510) 437-6359.
 - b) CWO Ken Andersen, kendell.g.andersen@uscg.mil or (510) 437-5715.